



**“Together we learn, Together we succeed”**

# Charging and Remissions Policy

This policy has been written to ensure that the school's ethos, curriculum, and practices promote shared values. It also encourages staff, children and other members of the Welbourne community to understand others and to value diversity, irrespective of gender, race, belief and sexual orientation.

As a Rights Respecting School, we put the United Nations Convention on the Rights of the Child at the heart of our planning, policies, practice and ethos.

Policy Agreed	Reviewed by	Ratified on	Approved by	Signature on behalf FGB	Next Review
May 2019	A Keogh	20/10/2023	Finance committee GB	R Moffat	November 2024

**Welbourne Primary School**  
**CHARGING AND REMISSIONS POLICY**

**Introduction**

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, practical activities, trips and residential experiences can make towards pupils' personal and social education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

**Charging Policy**

Any charges made by the school must meet the requirements of the Education Reform Act 1996. It's also based on guidance from the DfE on [statutory policies for schools and academy trusts](#). The governors endorse the guiding principles contained in the Act, in particular that no child should have his/her access to the curriculum limited by charges.

**Charges**

Charges will not be made for any activities which form part of the National Curriculum requirements.

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school.

**School Meals**

Where a parent or guardian of a child has elected for that child to be provided with a school meal and where such child is not entitled to a free school meal they will be required to pay for meals each week, either through online payment or in cash to the school office. The charge will be no more than the cost the meal service charges the school. Parents should not be allowed to build up debt of greater than 2 weeks. The Governing Body may seek legal recourse to recover any unpaid debts.

**Free School Meals Mayors Funding**

While the London Mayor funds school meals to Years Reception to 6 the school will make no charge for meals.

**Breakfast Club and After School Club**

These additional provisions will be charged at a local rate to ensure that they are financially viable in line with an annual budget agreed by the Governing Body. Parents should not be allowed to build up debt of greater than 2 weeks. The Governing Body may seek legal recourse to recover any unpaid debts.

**Activities outside school hours**

The full cost to each pupil of any activities deemed to be optional extras taking place outside school hours. This includes residential visits, a charge will be made for the cost which will not exceed the actual cost of provision. This also includes activity clubs provided after school where a charge will be made for the cost of provision.

### Charging in Kind

The cost of materials, ingredients (or provision of them by parents) for practical subjects if the parents have indicated in advance that they wish to own the finished product.

### **Voluntary Contributions**

The Governing Body may ask parents for a voluntary contribution towards the cost of any activity that takes place during school hours. Parents are under no obligation to make any contribution and pupils of parents who are unable or unwilling to contribute will not be discriminated against. In the event of insufficient voluntary contributions being made the activity may have to be cancelled and refunds will be given. This will include educational visits, where the costing should not exceed the total cost of the visit.

Parents should be informed on the letter that in the event of insufficient voluntary contributions being made the activity may have to be cancelled and refunds will be given.

### **Breakages**

In cases of willful or malicious damage to equipment or breakages, or loss of schoolbooks or equipment on loan to pupils, the Headteacher may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.

### **General**

The Governing Body may, from time to time amend the categories for which a charge may be made.

The Governing Body reserves the right to review the Charging and Remissions Policy as necessary.

### **Remissions Policy**

Where the parents of a pupil have been identified by the Local Authority as entitled to receive free school meals the Governing Body will remit in full the cost of board and lodging for any residential activity (the school will use LA activity centre -Pendarren, where the LA provide subsidised rates which equal the remission for the cost of board and lodging)

In other circumstances the Governing Body will invite parents to apply in confidence to the Headteacher for the remission of charges in part or full.

The Headteacher in consultation with the Chair of Governors will make authorisation of remission.